

**PRIVATE SPECIAL EDUCATION SCHOOLS
ANNUAL APPLICATION FOR APPROVAL 2007-2008
REQUIRED DOCUMENTS CHECKLIST**

I. All Applicants

- A. Annual Application Form
 - 1. Statement of Assurances
 - 2. School Site Information
 - 3. Certified Staff Form
- B. Copy of School Administrator's Certification
- C. Copies of all Teacher Certifications
- D. Proof of Liability Insurance (Please note DBA name if different from corporate)
- E. North Central Accreditation (for Non-Special Education approval)
- F. Documentation of online submission of School Calendar for 2007-2008

II. New Applicant or New Site (not previously approved)

- A. All in I
- B. Fire Marshal Inspection Report
- C. Curriculum Aligned to State Standards
- D. Policies and Procedures
- E. RFP proposal—see page 2

III. Preschool

- A. All in I
- B. All in II if applicable
- C. Copy of DHS Day Care License
- D. Description of Service Delivery

IV. Residential Facilities

- A. All in I
- B. All in II if new facility
- C. Verification Copy of DES or DHS License

ADDITIONAL REQUIREMENTS
for
Participation in Vendor RFP

Please label each attachment:

- Attachment 1:** Names, positions and resumes of principle employees (i.e. owner, partners, CEO, CFO, etc.)
- Attachment 2:** Summary of company/school history and experience in providing educational services
- Attachment 3:** Financial statement
- Attachment 4:** Summary of professional development and staff training provided
- Attachment 5:** 3 Client references with contact information, preferably school districts